



ENVIRONMENTAL PROTECTION AGENCY Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Stewart, Neil Employee ID #: (b) (6)
Position Title (optional): _____ PP-Series-Grade (optional): GS-15
Organization (optional): OMS/OA/IO

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☒ Time Off Award

Total Amount of Award (\$): \$4,000.00 AND/OR Total Number of Hours: 27.00

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☐ Intangible Benefit

Value of Benefit:	<input type="checkbox"/> Moderate	<input type="checkbox"/> Substantial	<input checked="" type="checkbox"/> High	<input type="checkbox"/> Exceptional
Extent of Contribution:	<input type="checkbox"/> Limited	<input type="checkbox"/> Extended	<input checked="" type="checkbox"/> Broad	<input type="checkbox"/> General

Narrative Justification for Award:

As the deputy director of the Facility Management and Services Division (FMSD), Neil's responsibilities span facilities and security operations/services, safety & health and transportation services at HQ. Neil routinely engages with HQ stakeholders and makes it a priority to demonstrate what great customer service looks like. Over the past year Neil has responded to numerous building emergencies due to the COVID-19 pandemic. He has been responsible for ensuring there are adequate supplies of cleaning products, face masks, hand sanitizer, etc. Additionally, Neil responded to and worked with GSA in cleaning-up after COVID-19 exposure incidents.

Neil manages the HQ colocation effort to closeout the lease of the Potomac Yard facility. He has led his team through multiple meetings with program offices to prepare for pending moves. Offices from OMS, OECA, OW, OAR and OLEM have moved to begin making room for hundreds of agency employees at the Potomac Yard building to return to the Federal Triangle. This activity will eventually result in the release of over 200,000 square feet of leased space, with an annual rent avoidance of over \$11M.

Neil is a hands on leader and is making changes in FMSD that will result in greater success in the future. His institutional knowledge of the

Requesting Official:

Name: Alva Daniels
Position Title: Deputy Director, OA

Signature:

ALVA DANIELS

Digitally signed by ALVA
DANIELS
Date: 2021.05.05 22:00:25
+0400

Authorizing Official:

Name: Yvette Jackson
Position Title: Office Director, OA

Signature:

YVETTE
JACKSON

Digitally signed by YVETTE
JACKSON
Date: 2021.05.05 21:31:56
+0400

As the Authorizing Official I certify with electronic signature that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.